

# **BID FORMS**

**For**

**Bedford Dwelling Sewer Line Inspection, (AMP-02)**

**HACP IFB No. 600-22-20**

**BIDS DUE**

**August 11, 2020**

**10:00 a.m.**

A complete Bid consists of **ONE ORIGINAL SET** (with original signatures in blue or blue-black ink only) of the following set of Bid Documents:

- Special Provisions (Doc. 00021)
- Form of Bid (Series 00300 Document)
- Bid Security (Doc. 00410 or other as per HUD 5369)
- Statement of Bidder's Qualifications (Doc. 00420)
- Section 3 Participation Form (Doc. 00433)
- MBE/WBE Solicitation & Commitment Record (Doc. 00434)
- Bidder's Manpower Form (Doc. 00435)
- Previous Related Experience Form (00436)
- Special Provisions – Notice Payment Processing Requirements (00437)
- Representations, Certifications and Other Statements of Bidders (HUD 5369-A)
- Previous Participation Certification (HUD-2530)
- Non-Collusion Affidavit (Doc. 00485)
- Form of Agreement (Doc. 00500)
- Supplemental General Conditions
- Wage Determination (Doc. 000830)(Not Applicable)

Submit Bid Documents as provided by the Authority; do not remove sample forms from the Project Manual.

HOUSING AUTHORITY OF THE CITY OF PITTSBURGH

PROCUREMENT DEPARTMENT

100 Ross Street, 2<sup>nd</sup> Floor Suite 200

Pittsburgh, PA 15219

Phone: (412) 643-2832

Fax: (412) 456-5007

Issued: July 13, 2020



**Development & Modernization**  
100 Ross Street, Suite 200  
Pittsburgh, PA 15219  
(412) 456-5020  
www.hacp.org

**SPECIAL PROVISIONS**

**NOTICE TO ALL PROSPECTIVE BIDDERS**

**Bedford Dwellings Plumbing Lines Inspection**

**IFB CONTRACT NO. 600-22-20**

Each successful bidder(s) shall be required to comply with the following special provisions:

**A. Required Documents/Information**

After bid opening and determination of the responsive and responsible bidder, but prior to Notice to Proceed each successful bidder for this project shall provide the following documents/information to HACP within ten (10) business days of receiving written notice thereof:

- (1) Insurance
- (2) Payment and Performance Bonds
- (3) Construction Schedule
- (4) Submittal Log and Corresponding Submittals

Please accept these special provisions by completing the information requested below:

Signature of Authorized Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

HOUSING AUTHORITY OF THE CITY OF PITTSBURGH

**Bedford Dwellings Plumbing Lines Inspection**

IFB Contract No. 600-22-20

**FORM OF BID**

**PLUMBING CONSTRUCTION**

Contract No.: 600-22-20

TO: HOUSING AUTHORITY  
CITY OF PITTSBURGH  
*(Hereinafter called the "Authority")*  
100 Ross Street, Suite 200  
Pittsburgh, PA 15219

BIDDER: \_\_\_\_\_  
*(Bidder Name)*  
\_\_\_\_\_  
*(Business Address)*  
\_\_\_\_\_  
*(Telephone)*

1. The undersigned Bidder, having visited the site, having become familiar with local conditions affecting the cost of the work, **including all City of Pittsburgh current code requirements**, and having become familiar with the Invitation for Bids (the IFB) issued by the Authority, which consists of the following:

- Project Manual, dated July 13, 2020 containing Bidding Requirements, Contract Forms, Conditions of the Contract, and Specifications
- Project Drawings, dated N/A
- Addenda (if any) as enumerated in this Form of Bid

hereby proposes to provide all supervision, technical personnel, labor, materials, machinery, tools, appurtenances, equipment and services required to construct and complete the Plumbing Construction Work as described in Document 00310 "Scope of Work for Plumbing Construction" and as indicated in the Drawings and Specifications, for the following Firm Fixed Price:

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)  
*(Insert Bid Price in words)* *(Insert Bid Price in Figures)*

2. Bid security [  ] is [  ] is not submitted with this bid.  
*(Check one)*

Bid Security is in amount of:

\_\_\_\_\_ % of the bid OR \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

Bid Security is in the form of:

- |                          |                 |                          |                           |
|--------------------------|-----------------|--------------------------|---------------------------|
| <input type="checkbox"/> | Certified Check | <input type="checkbox"/> | Bank Draft                |
| <input type="checkbox"/> | U.S. Govt. Bond | <input type="checkbox"/> | Bid Bond (Document 00410) |

3. The Bidder hereby acknowledges receipt of the following Addenda, if any, as issued by the Authority:

Total number of Addenda \_\_\_\_\_ (if none, so state)

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_ Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_ Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_ Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_ Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_ Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_ Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

4. The Bidder attaches hereto the Special Provisions (Document 00021);

5. The Bidder attaches hereto the Statement of Bidder's Qualifications (Document 00420);

6. The Bidder attaches hereto the Section 3 Opportunities Plan (Document 00433), MBE/WBE Solicitation and Commitment Record (Document 00434), Bidder Manpower Plan (Document 00435), and Previous Related Experience (Document 00436);

7. The Bidder attaches hereto the Bidder's Representations, Certifications and Other Statements of Bidders (Document HUD 5369-A), Previous Participation Certificate (Document HUD-2530);

8. The Bidder attaches hereto the Bidder's Special Provisions – Notice to All Prospective Bidders (Document 00437), Non-Collusion Affidavit (Document 00485);

9. The Bidder attaches hereto the completed Form of Agreement (Document 00500);

10. The Bidder attaches hereto the Supplemental General Conditions (HACP Document).

**PROPRIETORSHIP SIGNATURE PAGE**

SHEET - FB-I

(To be used when the Bidder is an individual doing business as a Sole Proprietorship.)

THE BIDDER CERTIFIES THAT THE BIDDER IS:

- An individual doing business in his/her own name
- An individual doing business under a fictitious or assumed name  
*(Complete Proprietorship Fictitious Name Disclosure below)*

SIGNED, SEALED AND DELIVERED

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

	_____ <i>(Printed or Typed Name)</i>		_____ <i>(Printed or Typed Name)</i>
<i>Witness</i>	{	<i>Principal</i>	{
	_____ <i>(Signature and Date)</i>		_____ <i>(Signature and Date)</i>

**PROPRIETORSHIP FICTITIOUS NAME DISCLOSURE**

*(To be used when the Bidder is an individual doing business under a fictitious or assumed name.)*

\_\_\_\_\_ is an individual trading under a fictitious or  
*(Proprietor's Name)*

assumed name of \_\_\_\_\_ and  has  has not registered under  
*(Fictitious or Assumed Name Used as Bidder's Name)* *(Check one)*

the Fictitious Names Act of Pennsylvania, namely the Act of May 24, 1945, P.L. 967, as amended, 54 P.S. sec. 281.1 et seq.

	_____ <i>(Printed or Typed Name)</i>		_____ <i>(Printed or Typed Name)</i>
<i>Witness</i>	{	<i>Principal</i>	{
	_____ <i>(Signature and Date)</i>		_____ <i>(Signature and Date)</i>

**PARTNERSHIP SIGNATURE PAGE**

SHEET - FB-P-1

(To be used when the Bidder is an individual doing business as a Partnership.)

THE BIDDER CERTIFIES THAT THE BIDDER IS:

- A General Partnership (Attach completed Sheet FB-P-3)
  - Doing business under Partnership Name
  - Doing business under a fictitious or assumed name  
(Complete Partnership Fictitious Name Disclosure Sheet FB-P-2)
  
- A Limited Partnership (Attach completed Sheet FB-P-3)
  - Doing business under Partnership Name
  - Doing business under a fictitious or assumed name  
(Complete Partnership Fictitious Name Disclosure Sheet FB-P-2)

SIGNED, SEALED AND DELIVERED

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

	_____		_____
	<i>(Printed or Typed Name)</i>		<i>(Printed or Typed Name)</i>
<i>Witness</i>	{	<i>Partner *</i>	{
	_____		_____
	<i>(Signature and Date)</i>		<i>(Signature and Date)</i>

	_____		_____
	<i>(Printed or Typed Name)</i>		<i>(Printed or Typed Name)</i>
<i>Witness</i>	{	<i>Partner *</i>	{
	_____		_____
	<i>(Signature and Date)</i>		<i>(Signature and Date)</i>

\* If the Bidder is a partnership, the Bid and Contract must be signed in the name of the partnership by at least two general partners, and the names and addresses of all the partners must be listed on the certificate on Sheet FB-P-3.

**PARTNERSHIP FICTITIOUS NAME DISCLOSURE**

SHEET FB-P-2

*(To be used when the Bidder is a partnership doing business under a fictitious or assumed name.)*

\_\_\_\_\_ is a partnership trading under a fictitious or  
*(Partnership's Name)*

assumed name of \_\_\_\_\_ and  **has**  **has not** registered under  
*(Fictitious or Assumed Name Used as Bidder's Name)* *(Check one)*

the Fictitious Names Act of Pennsylvania, namely the Act of May 24, 1945,P.L.967, as amended, 54 P.S.sec.281.1 et seq.

<i>Witness</i>	_____ <i>(Printed or Typed Name)</i>	<i>Partner*</i>	_____ <i>(Printed or Typed Name)</i>
{		{	
	_____ <i>(Signature and Date)</i>		_____ <i>(Signature and Date)</i>

**PARTNERSHIP CERTIFICATE**  
(To be used when the Bidder is a partnership.)

SHEET FB-P-3

I, as partner of \_\_\_\_\_,  
*(Name of Partnership)*  
certify that the following are the names and addresses of all the partners of said partnership.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ City: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ City: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ City: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ City: \_\_\_\_\_

(Use additional sheets as required.)

<i>Witness</i>	_____	<i>Partner*</i>	_____
	<i>(Printed or Typed Name)</i>		<i>(Printed or Typed Name)</i>
{	_____	{	_____
	<i>(Signature and Date)</i>		<i>(Signature and Date)</i>



**CORPORATION SIGNATURE PAGE**

(To be used when the bidder is a corporation.)

SHEET FB-C-1

THE BIDDER CERTIFIES THAT THE BIDDER IS:

- A corporation doing business in its own name
- A corporation doing business under a fictitious or assumed name  
(Complete Corporation Fictitious Name Disclosure FB-C-2)

SIGNED, SEALED AND DELIVERED

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

*(CORPORATE  
SEAL)*

\_\_\_\_\_  
*(Corporate Name)*

\_\_\_\_\_  
*(Printed or Typed Name)*

\_\_\_\_\_  
*(Printed or Typed Name)*

*Witness*

{

*President*

*V.P. \*\**

{

\_\_\_\_\_  
*(Signature and Date)*

\_\_\_\_\_  
*(Signature and Date)*

\_\_\_\_\_  
*(Corporate Title)*

\_\_\_\_\_  
*(Corporate Title)*

\*\* If the bidder is a corporation, the Bid and the Contract must be executed in the Corporation's correct corporate name by its President or Vice President and attested to by its Secretary or Assistant Secretary or Treasurer or Assistant Treasurer, and the Certification of Corporate Principal (Doc. 00625) must be executed by the Secretary or Assistant Secretary.

**CORPORATION FICTITIOUS NAME DISCLOSURE**  
*(To be used when the Bidder is a corporation doing business under a fictitious or assumed name.)*

SHEET FB-C-2

\_\_\_\_\_ is a corporation trading under a fictitious or  
*(Corporation's Name)*

assumed name of \_\_\_\_\_ and  **has**  **has not** registered under  
*(Fictitious or Assumed Name Used as Bidder's Name)* *(Check one)*

the Fictitious Names Act of Pennsylvania, namely the Act of May 24, 1945, P.L.967, as amended, 54 P.S. sec.281.1 et seq.

	_____ <i>(Printed or Typed Name)</i>			_____ <i>(Printed or Typed Name)</i>
<i>Witness</i>	{	<i>President</i>	{	
		<i>V.P. **</i>		
	{	}	{	
		_____ <i>(Signature and Date)</i>		_____ <i>(Signature and Date)</i>

\*\* If the bidder is a corporation, the Bid and the Contract must be executed in the Corporation's correct corporate name by its President or Vice President and attested to by its Secretary or Assistant Secretary or Treasurer or Assistant Treasurer, and the Certification of Corporate Principal (Doc. 00625) must be executed by the Secretary or Assistant Secretary.

**CORPORATION CERTIFICATE**  
*(To be used when the bidder is a corporation)*

SHEET FB-C-3

\_\_\_\_\_ is a corporation organized and existing  
*(Corporate name used as Bidder name)*

under the laws of the state of \_\_\_\_\_ with its principal place of business at:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
*(Street Address) (City) (State)*

and, if a non-Pennsylvania corporation  **has**  **has not** *(check one)* been granted a certificate of authority to do business in Pennsylvania as required by the Pennsylvania Business Corporation Law, approved May 5, 1933, P.L. 364, as amended, 15 P.S. sec.2005 et seq.

I, \_\_\_\_\_, certify that I am the  **Secretary**  **Assistant Secretary** of the  
*(check one)*  
Corporation named a Bidder herein; that \_\_\_\_\_ who signed  
this Bid on behalf of the Corporation was then \_\_\_\_\_ of said Corporation that  
*(President/V.P.) \*\**

I know his signature and his signature thereto is genuine; and that said Bid was duly signed, sealed and attested in behalf of said Corporation by authority of its governing body.

*(CORPORATE  
SEAL)*

\_\_\_\_\_  
*(Signature and Date)*

\*\* If the bidder is a corporation, the Bid and the Contract must be executed in the Corporation's correct corporate name by its President or Vice President and its Secretary or Assistant Secretary or Treasurer or Assistant Treasurer, and the above Certificate must be executed by the Secretary or Assistant Secretary

HOUSING AUTHORITY OF THE CITY OF PITTSBURGH

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, that we,

\_\_\_\_\_, as Principal, and  
*(Insert name and address of Bidder exactly as it appears on Form of Bid)*

\_\_\_\_\_, as Sureties, are  
held and firmly bound unto the Housing Authority of the City of Pittsburgh, its certain attorney, successors, or assigns  
(the Obligee, hereinafter called the "Authority") in the penal sum of

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our  
heirs, personal representatives, successors, and assigns, jointly and severally, firmly by these presents:

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas, the Principal simultaneously submits to  
the Authority the accompanying bid, dated

\_\_\_\_\_, 20\_\_\_\_\_ (the "Bid"), for construction of  
*(Insert date of bid)*

\_\_\_\_\_  
*(Insert name of project exactly as it appears on Form of Bid)*  
pursuant to specifications, drawings and other related documents constituting the Invitation for Bids (the "IFB").

NOW, THEREFORE, if the Principal shall not withdraw said bid within the period specified therein after the  
opening of the same, or, if no period be specified, within sixty (60) days after the said opening, and shall within the  
period specified therefore, or, if no period be specified within ten (10) days after the prescribed forms are presented to  
him for signature, enter into a written contract with the Authority in accordance with the bid as accepted, and give  
bonds with good and sufficient surety or sureties, as may be required for the faithful performance and proper  
fulfillment of such contract and for the payment of labor and materialmen or in the event of the withdrawal of said bid  
within the period specified, or the failure to enter into such contract and give such bonds within the time specified, if  
the Principal shall pay the Authority the difference between the amount specified in said bid and the amount for which  
the Authority may procure the required work or supplies or both, if the latter amount be in excess of the former, then  
the above obligation shall be void and of no effect, otherwise to remain in full force and virtue.

SIGNED, SEALED AND DELIVERED IN \_\_\_\_\_ ORIGINAL COUNTERPARTS

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

---

IF THE PRINCIPAL IS AN INDIVIDUAL, SIGN HERE

_____ <i>(Printed or Typed Name)</i>	_____ <i>(Printed or Typed Name)</i>
<i>Witness</i>	<i>Principal</i>
{	{
_____ <i>(Signature and Date)</i>	_____ <i>(Signature and Date)</i>

---

SURETY SIGN HERE

*(SURETY  
SEAL)*

_____ <i>(Printed or Typed Name)</i>	_____ <i>(Printed or Typed Name)</i>
<i>Attest</i>	<i>Surety***</i>
{	{
_____ <i>(Signature and Date)</i>	_____ <i>(Signature and Date)</i>

\*\*\* Power of attorney must be attached to this Bid Bond.

SIGNED, SEALED AND DELIVERED IN \_\_\_\_\_ ORIGINAL COUNTERPARTS

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

IF THE PRINCIPAL IS A PARTNERSHIP, SIGN HERE

	_____		_____
	<i>(Printed or Typed Name)</i>		<i>(Printed or Typed Name)</i>
<i>Witness</i>	{	<i>Partner*</i>	{
	_____		_____
	<i>(Signature and Date)</i>		<i>(Signature and Date)</i>
	_____		_____
	<i>(Printed or Typed Name)</i>		<i>(Printed or Typed Name)</i>

<i>Witness</i>	{	<i>Partner*</i>	{
	_____		_____
	<i>(Signature and Date)</i>		<i>(Signature and Date)</i>

\* If the Bidder is a partnership, the Bond must be signed in the name of the partnership by at least two general partners, whose names and addresses must be listed on the certificate on page BF-3-P of the Bid.

SURETY SIGN HERE

*(SURETY SEAL)*

	_____		_____
	<i>(Printed or Typed Name)</i>		<i>(Printed or Typed Name)</i>
<i>Attest</i>	{	<i>Surety***</i>	{
	_____		_____
	<i>(Signature and Date)</i>		<i>(Signature and Date)</i>

\*\*\* Power of attorney must be attached to this Bid Bond.

SIGNED, SEALED AND DELIVERED IN \_\_\_\_\_ ORIGINAL COUNTERPARTS

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

IF THE PRINCIPAL IS A CORPORATION, SIGN HERE

(CORPORATE  
SEAL)

\_\_\_\_\_  
(Corporate Name)

\_\_\_\_\_  
(Printed or Typed Name)

\_\_\_\_\_  
(Printed or Typed Name)

Attest

{

President  
V.P. \*\*

{

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Corporate Title)

\_\_\_\_\_  
(Corporate Title)

\*\* If the bidder is a corporation, the Bond must be executed in the Corporation's correct corporate name by its President or Vice President and attested to by its Secretary or Assistant Secretary or Treasurer or Assistant Treasurer, and the Certification of Corporate Principal below must be executed by the Secretary or Assistant Secretary.

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, \_\_\_\_\_, certify that I am the  
 Secretary  Assistant Secretary of the Corporation named a Bidder herein; that  
(check one)

\_\_\_\_\_ who signed this Bid on behalf of the

Corporation was then \_\_\_\_\_ of said Corporation that I know his signature and his signature thereto is genuine; and that said Bid was duly signed, sealed and attested in behalf of said Corporation by authority of its governing body.

(CORPORATE  
SEAL)

\_\_\_\_\_  
(Signature and Date)

SURETY SIGN HERE

*(SURETY  
SEAL)*

\_\_\_\_\_  
*(Printed or Typed Name)*

\_\_\_\_\_  
*(Printed or Typed Name)*

*Attest*

{

*Surety\*\*\**

{

\_\_\_\_\_  
*(Signature and Date)*

\_\_\_\_\_  
*(Signature and Date)*

\*\*\* Power of attorney must be attached to this Bid Bond.



HOUSING AUTHORITY OF THE CITY OF PITTSBURGH

STATEMENT OF BIDDER'S QUALIFICATIONS

Bedford Dwellings Plumbing Lines Inspection

\_\_\_\_\_  
*(Bidder's Name)*

\_\_\_\_\_  
*(Project Name)*

\_\_\_\_\_  
*(Address)*

\_\_\_\_\_  
**600-22-20**

*(HACP Project No.)*

Names of not more than two principals to contact:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

AUTHORIZATION:

Excerpt from HUD 7460.8-REV-1 AND 24 CFR 85.36(b)(8) & 24 CFR 905.160(a)(3):

"The evaluation of a contractor's ability to perform a contract is known as determining the contractor's responsibility. Has **shall** make awards only to **responsible** contractors possessing the ability to perform successfully under the terms and conditions of a proposed contract. Consideration **shall** be given to such matters as **contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.**

"The award of a contract to an offeror **shall** not be made solely on the basis of the lowest evaluated price without considering the firm's ability to perform the required work. Some of the specific factors to consider include (1) whether the contractor performed satisfactorily on other HA Contracts, (2) is the contractor suspended or debarred from Federal Contracts, and (3) have other HAs has satisfactory performance from this contractor.

"A pre-award survey may entail an on-site inspection of the offeror's facilities, including a review of financial statements, record keeping, production capacity, or similar factors that impact on the ability to perform the contract.

"Recent unsatisfactory performance regarding either quality or timeliness of delivery is an example of a problem which the Contracting Officer **shall** consider and resolve as to its impact on the current procurement prior to making an affirmative determination of responsibility.

## ORGANIZATION

### THE BIDDER IS:

- An individual doing business in his/her own name
- An individual doing business under a fictitious or assumed name
  
- A General Partnership
  - Doing business under Partnership Name
  - Doing business under a fictitious or assumed name
  
- A Limited Partnership
  - Doing business under Partnership Name
  - Doing business under a fictitious or assumed name
  
- A corporation doing business in its own name
- A corporation doing business under a fictitious or assumed name

How many years has the bidder been in business as a Contractor? \_\_\_\_\_

How many years has the bidder been in business under its present business name? \_\_\_\_\_

Under what other or former names has the bidder operated?

## PAST PERFORMANCE

CLAIMS AND SUITS. (If the answer to any of the questions below is yes, please attach explanation.)

Yes  No Has the Bidder ever failed to complete any work awarded to it?

Yes  No Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against the bidder or its officers?

Yes  No Has the bidder filed any law suits or requested arbitration with regard to construction contracts within the last five years?

Yes  No Within the last five years, has any officer or principal of the bidder ever been an officer or principal of another organization when it failed to complete a construction contract? (If answer is yes, please attach details.)

State average annual amount of construction work performed during the past five years:  
\$ \_\_\_\_\_

State total worth of work in progress and under contract: \$ \_\_\_\_\_

**On a separate sheet**, list major construction projects the bidder has in progress, giving the name of project, owner, architect, contract amount, percent complete and scheduled completion date.

**On a separate sheet**, list the major projects the bidder has completed in the past five years, giving the name of project, owner, architect, contract amount, date of completion and percentage of the cost of the work performed with your own forces.

## FINANCIAL RESOURCES

Financial Statement.

**Attach a financial statement (audited if available), including the bidder's latest balance sheet and income statement showing the following items:**

Current Assets (e.g. cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses);  
Net Fixed Assets;  
Other Assets;  
Current Liabilities (e.g. accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes);  
Other Liabilities (e.g. capital, capital stock, authorized and outstanding shares par values, earned surplus and retained earnings).

Name and address of firm preparing attached financial statement, and date thereof:

Yes  No Is the attached financial statement for the identical organization named on page one?

If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsiary).

Yes  No Will the organization whose financial statement is attached act as guarantor of the contract for construction?

## TECHNICAL RESOURCES

Licensing:

List jurisdictions and trade categories in which the bidder is legally qualified to do business, and indicate registration or license numbers, if applicable.

Experiences:

List the categories of work that the bidder normally performs with its own forces.

**On a separate sheet**, list the construction experience and present commitments of the key individuals of the bidder.

## REFERENCES

List Trade References (use separate sheet if necessary):

List Bank References (use separate sheet if necessary):

List previous HUD/USDA-FmHA projects and Section 8 Contracts (formerly Schedule A on HUD-2530). Applicable to construction contracts exceeding \$50,000. List each principals name, previous project, principal's participation role and interest, and disclose defaults, mortgage relief, assignments and foreclosures. **Note that having a Master Schedule on file with HUD will not meet this requirement.**

**Certifications:** I (meaning the individual who signs as well as the corporations, partnerships or other parties listed above who certify) hereby apply to HUD or USDA-FmHA, as the case may be, for approval to participate as a principal in the role and project listed above based upon my following previous participation record of this Certification.

I certify that all the statements made by me are true, complete and correct to the best of my knowledge and belief and are made in good faith, including the data contained in Schedule A and Exhibits, signed by me and attached to this form.

**Warning:** HUD and/or the Authority will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1012;31 U.S.C. 3729, 3802)

I further certify that:

1. The list of previous HUD/USDA-FmHA projects and Section 8 Contracts contains a listing of every assisted or insured project of HUD, which I have been or am now a principal.
2. For the period beginning 10 years prior to the date of this certification, and except as shown by me on the certification.
  - a. No mortgage on a project listed by me has ever been in default, assigned to the Government or foreclosed, nor has mortgage relief by the mortgagee been given;
  - b. I have not experienced default or noncompliance under any Conventional Contract or Turnkey Contract of Sale in connection with a public housing project;
  - c. To the best of my knowledge, there are no unresolved findings raised as a result of HUD audits, management reviews or other Governmental investigations concerning me or my projects;
  - d. There has not been a suspension or termination of payments under any HUD assistance contract in which I have had a legal or beneficial interest;
  - e. I have not been convicted of a felony and am not presently, to my knowledge, the subject of a complaint or indictment charging a felony. (A felony is defined as any offense punishable by imprisonment for a term exceeding one year, but does not include any offense classified as a misdemeanor under the laws of a State and punishable by imprisonment of two years or less);
  - f. I have not been suspended, debarred or otherwise restricted by any Department or Agency of the Federal Government or of a State Government from doing business with such Department or Agency.

- g. I have not defaulted on an obligation covered by a surety or performance bond and have not been the subject of a claim under an employee fidelity bond.
- 3. All the names of the parties, known to me to be principals in this project(s) in which I propose to participate, are listed above.
- 4. I am not a HUD/FmHA employee or a member of a HUD/FmHA employee's immediate household as defined in Standards of Ethical Conduct for Employees of the Executive Branch in 5 C.F.R. Part 2635 (57 FR 35006) and HUD's Standard of Conduct in 24 C.F.r. Part O and USDA's Standard of Conduct in 7 C.F.R. Part 9 Subpart B.
- 5. I am not a Housing Authority of the City of Pittsburgh employee or a member of an Authority employee's immediate family.
- 6. I am not a principal participant in an assisted or insured project as of this date on which construction has stopped for a period in excess of 20 days or which has been substantially completed for more than 90 days and documents for closing, including final cost certification have not been filed with HUD or FmHA.
- 7. To my knowledge I have not been found by HUD or FmHA to be in noncompliance with any applicable civil rights law.
- 8. I am not a Member of Congress or a Resident Commissioner nor otherwise prohibited or limited by law from contracting with the Government of the United States of America.
- 9. Statements above (if any) to which I cannot certify have been deleted by striking through the words with a pen. I have initialed each deletion (if any) and have attached a true and accurate signed statement (if applicable) to explain the facts and circumstances which I think helps to qualify me as a responsible principal for participation in this project.

*(Signature and Date)*

*(Typed or Printed Name)*

*(Title)*

*(Company Name)*

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20

-----

My Commission expires \_\_\_\_\_, 20

All section 3 covered contracts shall include the following clause (referred to as the section 3 clause):

- A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self- Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

**Housing Authority City of Pittsburgh**  
**Development and Modernization Department**  
 Bidder's Section 3 Participation Form

**A. Bidder's Section 3 Hiring Plan**

Job Category	Total Estimated Positions Needed for Project	No. Positions Occupied by Permanent Employees*	Number of Positions Not Occupied	Number of Positions Available for Section 3 Residents
<b>Trade:</b>				
Journeyman				
Helper				
Apprentices				
Trainees				
Laborer				
Others				

\* Please submit a list of current employees to be assigned to this project including Dates of Hire

**B. Bidder's Section 3 Subcontracting Plan**

SUB - CONTRACTOR'S NAME**	SUB - CONTRACTORS ADDRESS	PHONE NUMBER	FEDERAL TAX ID NO./ SS#	DESCRIPTION OF WORK	Sub - Contract Amount

\*\* If the Bidder has not identified a Section 3 subcontractor, please indicate if there will be any Section 3 subcontracting opportunity and describe scope of work \_\_\_\_\_

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
Project Number

\_\_\_\_\_  
Name and Title of Person Completing this Form

\_\_\_\_\_  
Signature and Date

**PLACE HOLDER FOR**  
**ROSTER OF CURRENT EMPLOYEES**

**Pursuant to Housing Authority of the City of Pittsburgh Section 3 Program Manual, Part I, Section A - Section 3 Policy Statement (in part):**

*“HACP shall examine and consider a contractor’s potential for success in providing employment and business opportunities to those covered under Section 3 prior to acting on any proposed contract award. In response to any RFP, RFQ or IFB HACP will require submission of the Section 3 Opportunities Plan and roster of current employees, and certification that the bidder will comply with the requirements of Section 3.”*



### **Section 3 Participation**

With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

### **RESIDENT HIRING REQUIREMENTS / RESIDENT HIRING SCALE**

<b>TOTAL LABOR DOLLARS USE TOTAL CONTRACT AMOUNT FOR SERVICE CONTRACTS</b>	<b>RESIDENT LABOR AS A % OF TOTAL LABOR DOLLARS</b>
Labor dollars \$25,000 but less than \$100,000	10% of the labor dollars
\$100,000, but less than \$200,000	9% of the labor dollars
At least \$200,000, but less than \$300,000	8% of the labor dollars
At least \$300,000, but less than \$400,000	7% of the labor dollars
At least \$400,000, but less than \$500,000	6% of the labor dollars
At least \$500,000, but less than \$1 million	5% of the labor dollars
At least \$1 million, but less than \$2 million	4% of the labor dollars
At least \$2 million, but less than \$4 million	3% of the labor dollars
At least \$4 million, but less than \$7 million	2% of the labor dollars
\$7 million or more	½ to 1 % of the labor dollars

A copy of HACP's Section 3 Program Manual is available for download at [www.HACP.org](http://www.HACP.org).



## SECTION 3 OPPORTUNITIES PLAN

### Business Opportunities and Employment Training for Housing Authority of the City of Pittsburgh Low Income Public Housing Residents (LIPH) and Area Residents of Low and Very Low Income Status (ARLIS)

PRIME CONTRACTOR'S NAME: \_\_\_\_\_  
SPECIFICATION OR RFP/IFB/RFQ NUMBER: \_\_\_\_\_  
SPECIFICATION OR RFP/IFB/RFQ TITLE: \_\_\_\_\_

The Contractor hereby agrees to comply with all the provisions of Section 3 as set forth in 24 CFR 135.1 et seq. and the HACP Section 3 Policy and Program requirements. The Contractor hereby submits this document to identify employment opportunities for HACP residents (LIPH) and **Area Residents of Low and Very Low Income Status (ARLIS)** during the term of the contract between the Contractor and the HACP.

The preference of HACP is to ensure that as many HACP residents as possible are employed. In an effort to further that requirement, HACP has created a preference tier structure as outlined in the HACP Section 3 Policy and Program Manual which can be reviewed by visiting the "Vendor Services" section of [www.hacp.org](http://www.hacp.org). Contractors are required to comply with Section 3 by first considering Tier I – Hiring. If the Contractor cannot meet its Section 3 requirement in Tier I and needs to move to Tier II or Tier III, that Contractor must document this inability to comply with the preference and the need to move to a lower tier. (Such inability **must** be documented for moves within tiers). The Contractor agrees to meet its Section 3 requirement following the Preferential Tier Structure as indicated by the selection below (check one or more tiers below):

#### Tier I – HIRING

The Contractor affirms that the jobs identified shall be for meaningful employment that may or may not be related to the scope of services covered under Contract/Purchase Order # \_\_\_\_\_. The Contractor has committed to employ \_\_\_\_\_ resident(s) in order to comply with its Section 3 requirements. A prime contractor may satisfy the HACP Resident Hiring Requirements through his/her subcontractors. **Contact the HACP Resident Employment Program for resident referrals at 412-395-3950, Ext 1048.**

When Tier I is selected, the Contractor shall complete the following table as instructed below:

- (1) Indicate each job title for all phases of this contract
- (2) The number of positions that will be needed in each category
- (3) How many of those positions are currently filled
- (4) The number currently filled by low and very low-income HACP residents
- (5) The number currently filled by City of Pittsburgh neighborhood area residents
- (6) How many positions need to be filled

Indicate your requirement for the number of positions you intend to fill with:

- (7) Low income HACP Residents (LIPH) and/or
- (8) Low and very low income City of Pittsburgh Neighborhood Area Residents (ARLIS)



## SECTION 3 OPPORTUNITIES PLAN

Section 3 Labor Utilization Assessment and Plan							
SPEC or RFP TITLE:				SPEC or RFP NUMBER:			
JOB TITLE (1)	NUMBER OF POSITIONS					HIRING REQUIREMENT	
	# NEEDED (2)	CURRENTLY FILLED			TO BE FILLED (6)	LIPH (7)	ARLIS (8)
		TOTAL (3)	LIPH (4)	ARLIS (5)			

**LIPH – HACP low income public housing resident**  
**ARLIS - Area Residents of Low/Very Low Income Status – (Area is the Pittsburgh metropolitan area)**

In the event the value of Section 3 resident hiring is less than the amount identified in the Resident Hiring Scale, vendors must contribute to the HACP Education Fund an amount not less than the difference between the value of Section 3 hiring and the amount identified in the Resident Hiring Scale, which funds shall be used to provide other economic opportunities.

Therefore, if it is anticipated that any position listed above shall be for less than the full term of the contract period, you must indicate on the lines below, the anticipated term for each position:

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## SECTION 3 OPPORTUNITIES PLAN

### [ ] Tier II – CONTRACTING

The contractor has identified \_\_\_\_\_ HACP resident-owned business(es) or \_\_\_\_\_ Section 3 business(es) which is/are 51 percent or more owned by Section 3 residents or 30 percent or more of their permanent full-time workforce are Section 3 residents. This will satisfy the contractor's Section 3 requirement covered under Contract/Purchase Order # \_\_\_\_\_.

**In a one (1) page letter on your firm's letterhead:**

- 1) Indicate the requirements, expressed in terms of percentage, of planned contracting dollars for the use of Section 3 business concerns as subcontractors.
- 2) A statement of the total dollar amount to be contracted, total dollar amount to be contracted to Section 3 business concerns for building trades, and total dollar amount to be contracted to Section 3 business concerns for other than building trades work (maintenance, repair, modernization, and development).
- 3) A description of the method used to develop the requirements above and the efforts to be undertaken by the contractor to meet those requirements.

### [ ] Tier III - OTHER ECONOMIC OPPORTUNITIES

Firms may provide other economic opportunities to train and employ Section 3 residents or make a direct cash contribution to the HACP Education Fund. HACP has established the following minimum threshold requirements for provision of training or contribution to the HACP fund that provides other economic opportunities:

- a) Contractor incurs the cost of providing skilled training for residents in an amount commensurate with the sliding scale set forth in the Resident Hiring Scale; or,
- b) Contractor makes a contribution to the HACP Education Fund at Clean Slate E3 to provide assistance to residents to obtain training. The level of contribution would be commensurate with the sliding scale set forth in the Resident Hiring Scale.

Contractor shall provide, in a letter on firm letterhead:

- 1) Indication of the skilled training to be provided, the number of persons to be trained, the training provider, the cost of training, and the trainee recruitment plan; or,
- 2) Provide the amount of planned contribution to be made in relation to percentage of the contract labor hours costs. (Contribution checks should be made payable to: Clean Slate E3 Education Fund and mailed to Clean Slate E3, C/O Housing Authority of the City of Pittsburgh, Finance Department, 200 Ross Street, 9<sup>th</sup> Floor, Pittsburgh, PA 15219.

### [ ] Tier IV – No New Hire Opportunity

If awarded this contract, the contractor will be able to fulfill the requirements of the IFB/RFP/RFQ with the existing work force. No new hires will be employed as a result of this award. If this position changes and hiring opportunities become necessary, the HACP Resident Employment Program will be notified.



## SECTION 3 OPPORTUNITIES PLAN

**By signing below, the Contractor hereby agrees to comply with the selected Section 3 requirements indicated above. To the extent that the completion of this form is contingent upon future information, for example price negotiations, request for specific services, etc., the undersigned hereby affirms and agrees to fully adhere to the spirit and intent of the HACP Section 3 Policy.**

**Furthermore, the undersigned acknowledges and affirms responsibility for completion and submission of this form as part of the response documentation for this Invitation for Bid or Request for Proposal. Failure to submit this form may jeopardize the responsiveness of your submission.**

Company Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HOUSING AUTHORITY OF THE CITY OF PITTSBURGH  
 MBE/WBE SOLICITATION AND COMMITMENT RECORD

<b>SOLICITATION AND COMMITMENT STATEMENT</b>									
MINORITY (MBE) AND FEMALE (WBE) OWNED BUSINESS ENTERPRISES									
BID NUMBER	NAME OF BIDDER	ADDRESS	PHONE						
List below All MBE/WBE's that were solicited - whether or not a commitment was obtained -- Copy this form as necessary									
___ MBE ___ WBE	TYPE OF SUBCONTRACT WORK OR MATERIALS	DATE SOLICITED BY PHONE BY MAIL	___ COMMITMENT MADE YES (IF YES, GIVE DATE) NO	GIVE REASON(S) IF NO COMMITMENT MADE					
COMPANY NAME					QUOTE RECEIVED	AMOUNT COMMITTED			
ADDRESS					YES	DOLLAR AMOUNT \$			
CONTACT PERSON PHONE		NO	PERCENT OF TOTAL BID %						
___ MBE ___ WBE	TYPE OF SUBCONTRACT WORK OR MATERIALS	DATE SOLICITED BY PHONE BY MAIL	___ COMMITMENT MADE YES (IF YES, GIVE DATE) NO	GIVE REASON(S) IF NO COMMITMENT MADE					
COMPANY NAME					QUOTE RECEIVED	AMOUNT COMMITTED			
ADDRESS					YES	DOLLAR AMOUNT \$			
CONTACT PERSON PHONE		NO	PERCENT OF TOTAL BID %						
___ MBE ___ WBE	TYPE OF SUBCONTRACT WORK OR MATERIALS	DATE SOLICITED BY PHONE BY MAIL	___ COMMITMENT MADE YES (IF YES, GIVE DATE) NO	GIVE REASON(S) IF NO COMMITMENT MADE					
COMPANY NAME					QUOTE RECEIVED	AMOUNT COMMITTED			
ADDRESS					YES	DOLLAR AMOUNT \$			
CONTACT PERSON PHONE		NO	PERCENT OF TOTAL BID %						

Prepared by: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_

NOTE: Certification and letters of intent for each MBE/WBE commitment must accompany this document.

## MBE/WBE Participation Plan

### I. SMALL BUSINESS PARTICIPATION

Is the Bidder a Small Business as defined by the size and standards in 13 CFR 121?

Yes \_\_\_\_\_ No \_\_\_\_\_

### II. MINORITY BUSINESS PARTICIPATION

Is the Bidder classified as a Minority Business Enterprise?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "No", are any Subcontractors classified as Minority Business enterprises?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes", please fill in the following chart:

Consulting Firm(s) (MBE)	\$ Value Contract	% of Fee

### III. WOMEN-OWNED BUSINESS PARTICIPATION

Is the Bidder classified as a Woman-Owned Business Enterprise?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "No", are any Subcontractors classified as Women-Owned Business Enterprises?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes", please fill in the following chart:

Consulting Firm(s) (WBE)	\$ Value Contract	% of Fee

**\*\*All MBE/WBE firms must be certified.**

**In order for the MBE/WBE participation plan to be complete, copies of MBE/WBE certification must be included for all firms listed.**

HOUSING AUTHORITY OF THE CITY OF PITTSBURGH  
 MBE/WBE RECORD  
 MBE/WBE SOLICITATION AND COMMITMENT STATEMENT  
**MBE/WBE 3-YEAR RECORD**

BIDDERS NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 TELEPHONE: \_\_\_\_\_  
 CONTACT PERSON: \_\_\_\_\_  
 PROPOSAL AND BID FOR: \_\_\_\_\_

List below all contracts with the Housing Authority of the City of Pittsburgh during the past three years and the MBE and WBE participation obtained.					
CONTRACT TITLE	CONTRACT DATE	AMOUNT	% PARTICIPATION		COMMENTS
			MBE	WBE	

Prepared by: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_



HOUSING AUTHORITY OF THE CITY OF PITTSBURGH  
MBE/WBE SOLICITATION AND COMMITMENT STATEMENT  
**ADDITIONAL INFORMATION SHEET**

The bidder presents the following as additional and supplemental information to its MBE/WBE Solicitation and Commitment Statement.

Prepared by:

Title:

Phone:

HOUSING AUTHORITY OF THE CITY OF PITTSBURGH  
MBE/WBE EXHIBIT

**MBE/WBE COMMITMENT WAIVER REQUEST FORM**

BIDDER'S FIRM: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
PROPOSAL AND BID FOR: \_\_\_\_\_

---

Waiver of the MBE/WBE participation requirement is requested for the following reasons:

Prepared by: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

NOTE: The fully completed MBE/WBE Solicitation and Commitment Statement must accompany this waiver request.

**Notice of Requirement for Affirmative Action  
to Ensure Equal Employment Opportunity  
(Executive Order 11625)**

1. The Offeror's or Bidder's attention is called to the "Equal Opportunity Clause" and the "Standard Federal Equal Employment Specifications" set forth herein.
2. The goals for minority and female participation at the Housing Authority of the City of Pittsburgh are pursuant to the Mayor's promulgated Executive Order, and the action of the Housing Authority Board. Expressed in percentage terms for the Contractor's aggregate workforce in each trade on all construction work in the covered area, these goals are seventeen percent (18%) of the total cost of the contract to be expended for minority participation and six percent (7%) for women participation. These goals are applicable to all the Contractor's construction work (whether or not it is Federal or federally assisted) performed in the covered area. If the contractor performs construction work in a geographical area located outside of the covered area, it shall apply the goals established for such geographical area where the work is actually performed. With regard to this second area, the contractor also is subject to the goals for both its federally involved and nonfederally involved construction.

The Contractor's compliance with the Executive Order and the regulations in Section 41 CFR Part 60-4 shall be based on its implementation of the Equal Opportunity Clause, specific affirmative action obligations required by the specifications set forth in Section 41 CFR Part 60-4.3(a), and its efforts to meet the goals. The hours of minority and female employment and training must be substantially uniform throughout the length of the contract, and in each trade, and the contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from Contractor to Contractor or from project to project for the sole purpose of meeting the Contractor's goals shall be a violation of the contract, the Executive Order and the regulations in Section 41 CFR Part 60-4. Compliance with the goals will be measured against the total work hours performed.

3. The Contractor shall provide written notification, within 10 working days of award of any construction subcontract in excess of \$10,000 at any tier for construction work under the contract resulting from this solicitation, to:

LaVaris Ross, Labor Relations Specialist  
U.S. Department of Housing and Urban Development  
Office of Labor Relations  
City Crescent Building  
10 S. Howard Street, 5<sup>th</sup> Floor  
Baltimore, MD 21201

The notification shall list the name, address and telephone number of the subcontractor; employer identification number of the subcontractor; estimated dollar amount of the subcontract; estimated starting and completion dates of the subcontract; and the geographical area in which the subcontract is to be performed.

4. As used in this Notice, and in the contract resulting from this solicitation, the "covered area" is within the Commonwealth of Pennsylvania, County of Allegheny, City of Pittsburgh.



**Development & Modernization**  
100 Ross Street, Suite 200  
Pittsburgh, PA 15219  
(412) 456-5020  
www.hacp.org

**NOTICE TO ALL PROSPECTIVE BIDDERS**

**REQUEST FOR MANPOWER PLAN**

**Bedford Dwellings Plumbing Lines Inspection**

**IFB CONTRACT NO. 600-22-20**

Each bid must include a separate Manpower Plan and Major Equipment List for this Invitation for Bids. The Manpower Plan must include (1) the names of the bidder's personnel to be assigned to the Project, (2) trade/position, (3) Social Security Number or Driver's License Number and (4) Employee Date of Hire.

In the event you are bidding on multiple HACP construction work, each bid must include a separate Manpower Plan and Major Equipment List that clearly demonstrates that the bidder has the capacity and will not use the same personnel and equipment on more than one HACP construction work that are being executed simultaneously within the next 180 days.

HACP will use this information to determine whether the bidder has the capacity to perform the work.

Please acknowledge receipt of this Notice by completing the information below and the attached and including copies in your bid.

**Bidder's Name:** \_\_\_\_\_

**Name of the Person Signing the Bid:** \_\_\_\_\_

**Signature of the Person Signing the Bid:** \_\_\_\_\_

**Bid Due Date:** \_\_\_\_\_



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Bidder's Planned Manpower

Provide Employee Name, Trade/Position, Social Security Number or Driver's License Number and Date of Hire for each employee:  
(use additional sheets if necessary).

Name	Position	Social Security No. or Driver's License No.		Date of Hire



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SPECIAL PROVISIONS
FOR INVITATION FOR BIDS (IFB)

REQUEST FOR INFORMATION

Each bidder must submit the following information to assist the Owner to determine if the Bidder has the capacity to perform the required work under this Project Name: IFB No.

Bidder's Capacity

Provide information demonstrating the Bidder's ability to provide the resources necessary for the timely and efficient implementation of the construction work. Due to the nature of this procurement, capacity will also be evaluated based on the Bidder's ability to complete the work on time and within budget, therefore, please describe the Bidder's Capacity as follows:

- 1. Manpower Plan and Major Equipment List (Please complete Form 00435-1 & 2).
2. List a maximum of three-(3) current or completed Housing Authority of the City of Pittsburgh related projects, the Initial Contract Value, Change Orders, if any, and Final Contract Value. If the project was not completed within budget and on time, please explain the circumstances and/or justification for the change order(s): Please attach a separate sheet if you do not have sufficient space.

Project # Initial Contract Value Change Order(s) Final Contract Value

- a.
b.
c.

Justification for Change Orders/Schedule:

- 3. List at least three-(3) other Owners including one current or completed project plus the following information:

Vendor's Name & Contact # Initial Contract Value Change Order(s) Final Contract Value

- a.
b.
c.

Justification for Change Orders/Schedule:

The Bidder hereby certifies that the information provided above is accurate/correct and provision of false information can be a basis for the rejection of this bid:

Bidder's Name: Bidder's Signature:
Date:



**Development & Modernization**  
 100 Ross Street, Suite 200  
 Pittsburgh, PA 15219  
 (412) 456-5020  
 www.hacp.org

**NOTICE TO ALL PROSPECTIVE BIDDERS**

**Previous Related Experience  
 for**

**Bedford Dwellings Plumbing Lines Inspection**

**IFB CONTRACT NO. 600-22-20**

The bidder shall list three (3) firms, governmental units, or persons for whom the bidder has previously performed work of the nature requested under this IFB. Bidder shall list as references all housing authorities, including HACP, for whom the bidder has previously performed work of the nature requested under this IFB. HACP reserves the right to contact such persons at anytime prior to award and the bidder agrees that HACP may rely on information provided by such persons to determine the bidder's responsibility.

In addition to the references, all bidders will provide the last three jobs they performed, contact information from the job and all change orders related to the job and the reason for each.

All bidders will provide information on the most recent HACP job to include all change order information and the reason for each. The most recent HACP job can be one of the 3 last jobs performed if that is the case.

<b>Reference 1</b>			
<b>Project:</b>			
<b>Contact:</b>			
<b>Contact Telephone Number:</b>			
<b>Contract Amount:</b>			
<b>Change Orders</b>			
<b>Number</b>	<b>Total \$ Value per Change</b>	<b>Description of Change</b>	<b>Reason for Change</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			



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**Previous Related Experience  
 for  
 Bedford Dwellings Plumbing Lines Inspection**

IFB CONTRACT NO. 600-22-20

The bidder shall list three (3) firms, governmental units, or persons for whom the bidder has previously performed work of the nature requested under this IFB. Bidder shall list as references all housing authorities, including HACP, for whom the bidder has previously performed work of the nature requested under this IFB. HACP reserves the right to contact such persons at anytime prior to award and the bidder agrees that HACP may rely on information provided by such persons to determine the bidder's responsibility.

In addition to the references, all bidders will provide the last three jobs they performed, contact information from the job and all change orders related to the job and the reason for each.

All bidders will provide information on the most recent HACP job to include all change order information and the reason for each. The most recent HACP job can be one of the 3 last jobs performed if that is the case.

<b>Reference 2</b>			
<b>Project:</b>			
<b>Contact:</b>			
<b>Contact Telephone Number:</b>			
<b>Contract Amount:</b>			
<b>Change Orders</b>			
<b>Number</b>	<b>Total \$ Value per Change</b>	<b>Description of Change</b>	<b>Reason for Change</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			





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**Previous Related Experience  
 for  
 Bedford Dwellings Plumbing Lines Inspection**

IFB CONTRACT NO. 600-22-20

The bidder shall list three (3) firms, governmental units, or persons for whom the bidder has previously performed work of the nature requested under this IFB. Bidder shall list as references all housing authorities, including HACP, for whom the bidder has previously performed work of the nature requested under this IFB. HACP reserves the right to contact such persons at anytime prior to award and the bidder agrees that HACP may rely on information provided by such persons to determine the bidder’s responsibility.

In addition to the references, all bidders will provide the last three jobs they performed, contact information from the job and all change orders related to the job and the reason for each.

All bidders will provide information on the most recent HACP job to include all change order information and the reason for each. The most recent HACP job can be one of the 3 last jobs performed if that is the case.

<b>Reference 3</b>			
<b>Project:</b>			
<b>Contact:</b>			
<b>Contact Telephone Number:</b>			
<b>Contract Amount:</b>			
<b>Change Orders</b>			
<b>Number</b>	<b>Total \$ Value per Change</b>	<b>Description of Change</b>	<b>Reason for Change</b>
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**Development & Modernization**  
 100 Ross Street, Suite 200  
 Pittsburgh, PA 15219  
 (412) 456-5020  
 www.hacp.org

**Previous Related Experience  
 for  
 Bedford Dwellings Plumbing Lines Inspection**

IFB CONTRACT NO. 600-22-20

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In addition to the references, all bidders will provide the last three jobs they performed, contact information from the job and all change orders related to the job and the reason for each.

All bidders will provide information on the most recent HACP job to include all change order information and the reason for each. The most recent HACP job can be one of the 3 last jobs performed if that is the case.

<b>Reference 4</b>			
<b>Project:</b>			
<b>Contact:</b>			
<b>Contact Telephone Number:</b>			
<b>Contract Amount:</b>			
<b>Change Orders</b>			
<b>Number</b>	<b>Total \$ Value per Change</b>	<b>Description of Change</b>	<b>Reason for Change</b>
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In addition to the references, all bidders will provide the last three jobs they performed, contact information from the job and all change orders related to the job and the reason for each.

All bidders will provide information on the most recent HACP job to include all change order information and the reason for each. The most recent HACP job can be one of the 3 last jobs performed if that is the case.

<b>Reference 5</b>			
<b>Project:</b>			
<b>Contact:</b>			
<b>Contact Telephone Number:</b>			
<b>Contract Amount:</b>			
<b>Change Orders</b>			
<b>Number</b>	<b>Total \$ Value per Change</b>	<b>Description of Change</b>	<b>Reason for Change</b>
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IFB CONTRACT NO. 600-22-20

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In addition to the references, all bidders will provide the last three jobs they performed, contact information from the job and all change orders related to the job and the reason for each.

All bidders will provide information on the most recent HACP job to include all change order information and the reason for each. The most recent HACP job can be one of the 3 last jobs performed if that is the case.

<b>Reference 6</b>			
<b>Project:</b>			
<b>Contact:</b>			
<b>Contact Telephone Number:</b>			
<b>Contract Amount:</b>			
<b>Change Orders</b>			
<b>Number</b>	<b>Total \$ Value per Change</b>	<b>Description of Change</b>	<b>Reason for Change</b>
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In addition to the references, all bidders will provide the last three jobs they performed, contact information from the job and all change orders related to the job and the reason for each.

All bidders will provide information on the most recent HACP job to include all change order information and the reason for each. The most recent HACP job can be one of the 3 last jobs performed if that is the case.

<b>Reference 7</b>			
<b>Project:</b>			
<b>Contact:</b>			
<b>Contact Telephone Number:</b>			
<b>Contract Amount:</b>			
<b>Change Orders</b>			
<b>Number</b>	<b>Total \$ Value per Change</b>	<b>Description of Change</b>	<b>Reason for Change</b>
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**\*All contractors MUST submit 3 references and most recent HACP Job if applicable.**

## **SPECIAL PROVISIONS**

### **NOTICE TO ALL PROSPECTIVE BIDDERS** **Bedford Dwellings Plumbing Lines Inspection**

Documents Required for Payment  
IFB Contract No.: 600-22-20

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Pursuant to Sections 27, 38, 40 and 46 of the General Conditions for this Contract, each contractor must submit the following required documents with each Payment Estimate (“PE”) in order for HACP to process a PE as follows:

- A. Periodic Estimate – HUD 51001**
- B. Schedule of Stored Materials – HUD 51003** (if applicable)
- C. Summary of Stored Materials – HUD 51004** (if applicable)
- D. Schedule of Change Orders – HUD 51002** (if applicable)
- E. Progress Payment Certification**
- F. Current/Approved Certified Payrolls** (submitted to HACP’s Davis-Bacon Wage Clerk).
- G. MBE/WBE Utilization Report**
- H. Section 3 Summary Report**

Signature of Authorized Officer: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS DOCUMENT MUST BE SIGNED.**

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing

**Representations, Certifications,  
and Other Statements of Bidders**  
**Public and Indian Housing Programs**

# Representations, Certifications, and Other Statements of Bidders

## Public and Indian Housing Programs

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### 1. Certificate of Independent Price Determination

#### (a) The bidder certifies that--

(1) The prices in this bid have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to (i) those prices, (ii) the intention to submit a bid, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this bid have not been and will not be knowingly disclosed by the bidder, directly or indirectly, to any other bidder or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a competitive proposal solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the bidder to induce any other concern to submit or not to submit a bid for the purpose of restricting competition.

(b) Each signature on the bid is considered to be a certification by the signatory that the signatory--

(1) Is the person in the bidder's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

\_\_\_\_\_ [insert full name of person(s) in the bidder's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the bidder deletes or modifies subparagraph (a)2 above, the bidder must furnish with its bid a signed statement setting forth in detail the circumstances of the disclosure.

[Contracting Officer check if following paragraph is applicable]

(d) Non-collusive affidavit. (applicable to contracts for construction and equipment exceeding \$50,000)

(1) Each bidder shall execute, in the form provided by the PHA/IHA, an affidavit to the effect that he/she has not colluded with any other person, firm or corporation in regard to any bid submitted in response to this solicitation. If the successful bidder did not submit the affidavit with his/her bid, he/she must submit it within three (3) working days of bid opening. Failure to submit the affidavit by that date may render the bid nonresponsive. No contract award will be made without a properly executed affidavit.

(2) A fully executed "Non-collusive Affidavit" [ ] is, [ ] is not included with the bid.

### 2. Contingent Fee Representation and Agreement

(a) Definitions. As used in this provision:

"Bona fide employee" means a person, employed by a bidder and subject to the bidder's supervision and control as to time, place, and manner of performance, who neither exerts, nor proposes to exert improper influence to solicit or obtain contracts nor holds out as being able to obtain any contract(s) through improper influence.

"Improper influence" means any influence that induces or tends to induce a PHA/IHA employee or officer to give consideration or to act regarding a PHA/IHA contract on any basis other than the merits of the matter.

(b) The bidder represents and certifies as part of its bid that, except for full-time bona fide employees working solely for the bidder, the bidder:

(1) [ ] has, [ ] has not employed or retained any person or company to solicit or obtain this contract; and

(2) [ ] has, [ ] has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(c) If the answer to either (a)(1) or (a)(2) above is affirmative, the bidder shall make an immediate and full written disclosure to the PHA/IHA Contracting Officer.

(d) Any misrepresentation by the bidder shall give the PHA/IHA the right to (1) terminate the contract; (2) at its discretion, deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

### 3. Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (applicable to contracts exceeding \$100,000)

(a) The definitions and prohibitions contained in Section 1352 of title 31, United States Code, are hereby incorporated by reference in paragraph (b) of this certification.



(b) The bidder, by signing its bid, hereby certifies to the best of his or her knowledge and belief as of December 23, 1989 that:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of a contract resulting from this solicitation;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the bidder shall complete and submit, with its bid, OMB standard form LLL, "Disclosure of Lobbying Activities;" and

(3) He or she will include the language of this certification in all subcontracts at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

(d) Indian tribes (except those chartered by States) and Indian organizations as defined in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450B) are exempt from the requirements of this provision.

#### 4. Organizational Conflicts of Interest Certification

The bidder certifies that to the best of its knowledge and belief and except as otherwise disclosed, he or she does not have any organizational conflict of interest which is defined as a situation in which the nature of work to be performed under this proposed contract and the bidder's organizational, financial, contractual, or other interests may, without some restriction on future activities:

- (a) Result in an unfair competitive advantage to the bidder; or,
- (b) Impair the bidder's objectivity in performing the contract work.

[ ] In the absence of any actual or apparent conflict, I hereby certify that to the best of my knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement.

#### 5. Bidder's Certification of Eligibility

(a) By the submission of this bid, the bidder certifies that to the best of its knowledge and belief, neither it, nor any person or firm which has an interest in the bidder's firm, nor any of the bidder's subcontractors, is ineligible to:

(1) Be awarded contracts by any agency of the United States Government, HUD, or the State in which this contract is to be performed; or,

(2) Participate in HUD programs pursuant to 24 CFR Part 24.

(b) The certification in paragraph (a) above is a material representation of fact upon which reliance was placed when making award. If it is later determined that the bidder knowingly rendered an erroneous certification, the contract may be terminated for default, and the bidder may be debarred or suspended from participation in HUD programs and other Federal contract programs.

#### 6. Minimum Bid Acceptance Period

(a) "Acceptance period," as used in this provision, means the number of calendar days available to the PHA/IHA for awarding a contract from the date specified in this solicitation for receipt of bids.

(b) This provision supersedes any language pertaining to the acceptance period that may appear elsewhere in this solicitation.

(c) The PHA/IHA requires a minimum acceptance period of [Contracting Officer insert time period] calendar days.

(d) In the space provided immediately below, bidders may specify a longer acceptance period than the PHA's/IHA's minimum requirement. The bidder allows the following acceptance period: calendar days.

(e) A bid allowing less than the PHA's/IHA's minimum acceptance period will be rejected.

(f) The bidder agrees to execute all that it has undertaken to do, in compliance with its bid, if that bid is accepted in writing within (1) the acceptance period stated in paragraph (c) above or (2) any longer acceptance period stated in paragraph (d) above.

#### 7. Small, Minority, Women-Owned Business Concern Representation

The bidder represents and certifies as part of its bid/ offer that it --

(a) [ ] is, [ ] is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b) [ ] is, [ ] is not a women-owned business enterprise. "Women-owned business enterprise," as used in this provision, means a business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

(c) [ ] is, [ ] is not a minority business enterprise. "Minority business enterprise," as used in this provision, means a business which is at least 51 percent owned or controlled by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals. For the purpose of this definition, minority group members are:

(Check the block applicable to you)

- [ ] Black Americans
- [ ] Asian Pacific Americans
- [ ] Hispanic Americans
- [ ] Asian Indian Americans
- [ ] Native Americans
- [ ] Hasidic Jewish Americans

#### 8. Indian-Owned Economic Enterprise and Indian Organization Representation (applicable only if this solicitation is for a contract to be performed on a project for an Indian Housing Authority)

The bidder represents and certifies that it:

(a) [ ] is, [ ] is not an Indian-owned economic enterprise. "Economic enterprise," as used in this provision, means any commercial, industrial, or business activity established or organized for the purpose of profit, which is at least 51 percent Indian owned. "Indian," as used in this provision, means any person who is a member of any tribe, band, group, pueblo, or community which is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs and any "Native" as defined in the Alaska Native Claims Settlement Act.

(b) [ ] is, [ ] is not an Indian organization. "Indian organization," as used in this provision, means the governing body of any Indian tribe or entity established or recognized by such governing body. Indian "tribe" means any Indian tribe, band, group, pueblo, or

community including Native villages and Native groups (including corporations organized by Kenai, Juneau, Sitka, and Kodiak) as defined in the Alaska Native Claims Settlement Act, which is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs.

**9. Certification of Eligibility Under the Davis-Bacon Act** (applicable to construction contracts exceeding \$2,000)

(a) By the submission of this bid, the bidder certifies that neither it nor any person or firm who has an interest in the bidder's firm is a person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(b) No part of the contract resulting from this solicitation shall be subcontracted to any person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(c) The penalty for making false statements is prescribed in the U. S. Criminal Code, 18 U.S.C. 1001.

**10. Certification of Nonsegregated Facilities** (applicable to contracts exceeding \$10,000)

(a) The bidder's attention is called to the clause entitled **Equal Employment Opportunity** of the General Conditions of the Contract for Construction.

(b) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

(c) By the submission of this bid, the bidder certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The bidder agrees that a breach of this certification is a violation of the Equal Employment Opportunity clause in the contract.

(d) The bidder further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) prior to entering into subcontracts which exceed \$10,000 and are not exempt from the requirements of the Equal Employment Opportunity clause, it will:

(1) Obtain identical certifications from the proposed subcontractors;

(2) Retain the certifications in its files; and

(3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods):

**Notice to Prospective Subcontractors of Requirement for Certifications of Nonsegregated Facilities**

A Certification of Nonsegregated Facilities must be submitted before the award of a subcontract exceeding \$10,000 which is not exempt from the provisions of the Equal Employment Opportunity clause of the prime contract. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

**Note:** The penalty for making false statements in bids is prescribed in 18 U.S.C. 1001.

**11. Clean Air and Water Certification** (applicable to contracts exceeding \$100,000)

The bidder certifies that:

(a) Any facility to be used in the performance of this contract [ ] is, [ ] is not listed on the Environmental Protection Agency List of Violating Facilities:

(b) The bidder will immediately notify the PHA/IHA Contracting Officer, before award, of the receipt of any communication from the Administrator, or a designee, of the Environmental Protection Agency, indicating that any facility that the bidder proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and,

(c) The bidder will include a certification substantially the same as this certification, including this paragraph (c), in every nonexempt subcontract.

**12. Previous Participation Certificate** (applicable to construction and equipment contracts exceeding \$50,000)

(a) The bidder shall complete and submit with his/her bid the Form HUD-2530, "Previous Participation Certificate." If the successful bidder does not submit the certificate with his/her bid, he/she must submit it within three (3) working days of bid opening. Failure to submit the certificate by that date may render the bid nonresponsive. No contract award will be made without a properly executed certificate.

(b) A fully executed "Previous Participation Certificate" [ ] is, [ ] is not included with the bid.

**13. Bidder's Signature**

The bidder hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Typed or Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Company Address)

**US Department of Housing and Urban Development**  
Office of Housing/Federal Housing Commissioner

**US Department of Agriculture**  
Farmers Home Administration

**Part I to be completed by Controlling Participant of Covered Projects**  
*(See instructions)*

Reason for submission:

1. Agency name and City where the application is filed

3. Loan or Contract amount \$

4. Number of Units or Beds

**For HUD HQ/FmHA use only**

2. Project Name, Project Number, City and Zip Code

5. Section of Act  Existing  Rehabilitation  Proposed (New)

6. Type of Project (check one)

**7. List all proposed Controlling Participants and attach organization chart for all organizations**

Name and address of Principals and Affiliates (Name: Last, First, Middle Initial) proposing to participate	8 Role of Each Principal in Project	9. SSN or IRS Employer Number

Certifications: The controlling participants(s) listed above hereby apply to HUD or USDA FmHA, as the case may be, for approval to participate as controlling participant(s) in the role(s) and project listed above. The controlling participant(s) each certify that all the statements made on this form are true, complete and correct to the best of their knowledge and belief and are made in good faith, including any Exhibits attached to this form.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. The controlling participants(s) further certify that to the best of their knowledge and belief:

1. Schedule A contains a listing, for the last ten years, of every project assisted or insured by HUD, USDA FmHA and/or State and local government housing finance agencies in which the controlling participant(s) have participated or are now participating.
2. For the period beginning 10 years prior to the date of this certification, and except as shown on the certification:
  - a. No mortgage on a project listed has ever been in default, assigned to the Government or foreclosed, nor has it received mortgage relief from the mortgagee;
  - b. The controlling participants have no defaults or noncompliance under any Conventional Contract or Turnkey Contract of Sale in connection with a public housing project;
  - c. There are no known unresolved findings as a result of HUD audits, management reviews or other Governmental investigations concerning the controlling participants or their projects;
  - d. There has not been a suspension or termination of payments under any HUD assistance contract due to the controlling participant's fault or negligence;
  - e. The controlling participants have not been convicted of a felony and are not presently the subject of a complaint or indictment charging a felony. (A felony is defined as any offense punishable by imprisonment for a term exceeding one year, but does not include any offense classified as a misdemeanor under the laws of a State and punishable by imprisonment of two years or less);
  - f. The controlling participants have not been suspended, debarred or otherwise restricted by any Department or Agency of the Federal Government or of a State Government from doing business with such Department or Agency;
  - g. The controlling participants have not defaulted on an obligation covered by a surety or performance bond and have not been the subject of a claim under an employee fidelity bond;
3. All the names of the controlling participants who propose to participate in this project are listed above.
4. None of the controlling participants is a HUD/FmHA employee or a member of a HUD/FmHA employee's immediate household as defined in Standards of Ethical Conduct for Employees of the Executive Branch in 5 C.F.R. Part 2635 (57 FR 35006) and HUD's Standard of Conduct in 24 C.F.R. Part 0 and USDA's Standard of Conduct in 7 C.F.R. Part 0 Subpart B.
5. None of the controlling participants is a participant in an assisted or insured project as of this date on which construction has stopped for a period in excess of 20 days or which has been substantially completed for more than 90 days and documents for closing, including final cost certification, have not been filed with HUD or FmHA.
6. None of the controlling participants have been found by HUD or FmHA to be in noncompliance with any applicable fair housing and civil rights requirements in 24 CFR 5.105(a). (If any controlling participants have been found to be in noncompliance with any requirements, attach a signed statement explaining the relevant facts, circumstances, and resolution, if any).
7. None of the controlling participants is a Member of Congress or a Resident Commissioner nor otherwise prohibited or limited by law from contracting with the Government of the United States of America.
8. Statements above (if any) to which the controlling participant(s) cannot certify have been deleted by striking through the words with a pen, and the controlling participant(s) have initiated each deletion (if any) and have attached a true and accurate signed statement (if applicable) to explain the facts and circumstances.

Name of Controlling Participant	Signature of Controlling Participant	Certification Date (mm/dd/yyyy)	Area Code and Tel. No.

This form prepared by (print name) Area Code and Tel. No.

# Previous Participation Certification

OMB Approval No. 2502-0118  
(Exp. 05/31/2019)

**Schedule A: List of Previous Projects and Section 8 Contracts.** Below is a complete list of the controlling participants' previous participation projects and participation history in multifamily Housing programs of HUD/FmHA, State and local Housing Finance Agencies. **Note:** Read and follow the instruction sheet carefully. Make full disclosure. Add extra sheets if you need more space. Double check for accuracy. If no previous projects, write by your name, **"No previous participation, First Experience"**.

1. Controlling Participants' Name (Last, First)	2. List of previous projects (Project name, project ID and, Govt. agency involved)	3. List Participants' Role(s) (indicate dates participated, and if fee or identity of interest participant)	4. Status of loan (current, defaulted, assigned, foreclosed)	5. Was the Project ever in default during your participation <b>Yes No If yes, explain</b>	6. Last MOR rating and Physical Insp. Score and date

## Part II- For HUD Internal Processing Only

Received and checked by me for accuracy and completeness; recommend approval or refer to Headquarters after checking appropriate box.

Date (mm/dd/yyyy)	Tel   No. and area code	<input type="checkbox"/> A. No adverse information; form HUD-2530 approval recommended. <input type="checkbox"/> B. Name match in system	<input type="checkbox"/> C. Disclosure or Certification problem
Staff	Processing and Control	<input type="checkbox"/> D. Other (attach memorandum)	
Signature of authorized reviewer	Signature of authorized reviewer	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Date (mm/dd/yyyy)

## Instructions for Completing the Previous Participation Certificate, form HUD-2530

Previous editions are obsolete



Carefully read these instructions and the applicable regulations. A copy of those regulations published at 24 C.F.R. part 200, subpart H, can be obtained on-line at [www.gpo.gov](http://www.gpo.gov) and from the Account Executive at any HUD Office. Type or print neatly in ink when filling out this form. Mark answers in all blocks of the form. If the form is not filled completely, it will delay approval of your application.

Attach extra sheets as you need them. Be sure to indicate "Continued on Attachments" wherever appropriate. Sign each additional page that you attach if it refers to you or your record. **Carefully read the certification before you sign it.** Any questions regarding the form or how to complete it can be answered by your HUD Account Executive.

**Purpose:** This form provides HUD with a certified report of all previous participation in HUD programs by those parties making application. The information requested in this form is used by HUD to determine if you meet the standards established to ensure that all controlling participants in HUD projects will honor their legal, financial and contractual obligations and are acceptable risks from the underwriting standpoint of an insurer, lender or governmental agency. HUD requires that you certify your record of previous participation in HUD/USDA-FmHA, State and Local Housing Finance Agency projects by completing and signing this form, before your project application or participation can be approved.

HUD approval of your certification is a necessary precondition for your participation in the project and in the capacity that you propose. If you do not file this certification, do not furnish the information requested accurately, or do not meet established standards, HUD will not approve your certification.

***Note that approval of your certification does not obligate HUD to approve your project application, and it does not satisfy all other HUD program requirements relative to your qualifications.***

**Who Must Sign and File Form HUD-2530:** Form HUD-2530 must be completed and signed by all Controlling Participants of Covered Projects, as such terms are defined in 24 CFR 200.212, and as further clarified by the Processing Guide referenced in 24 CFR 200.210(b) and made available on the HUD website at: [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/housing/mfh/prevparticipation](http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh/prevparticipation).

**Where and When Form HUD-2530 Must Be Filed:** The original of this form must be submitted to the HUD Office where your project application will be processed at the same time you file your initial project application. This form must be filed with applications for projects listed in 24 CFR 200.214 and for the Triggering Events listed at 24 CFR 200.218.

**Review of Adverse Determination:** If approval of your participation in a HUD project is denied, withheld, or conditionally granted on the basis of your record of previous participation, you will be notified by the HUD Office. You may request reconsideration in accordance with 24 CFR 200.222 and further clarified by the Processing Guide. Request must be made in writing within 30 days from your receipt of the notice of determination.

**Specific Line Instructions** are set forth in the Processing Guide.

The Department of Housing and Urban Development (HUD) is authorized to collect this information by law (42 U.S.C. 3535(d) and 24 C.F.R. 200.217) and by regulation at 24 CFR 200.210. This information is needed so that principals applying to participate in multifamily programs can become HUD-approved controlling participants. The information you provide will enable HUD to evaluate your record with respect to established standards of performance, responsibility and eligibility. Without prior approval, a controlling participant may not participate in a proposed or existing multifamily or healthcare project. HUD uses this information to evaluate whether or not controlling participants pose an unsatisfactory underwriting risk. The information is used to evaluate the potential controlling participants and approve only individuals and organizations that will honor their legal, financial and contractual obligations.

**Privacy Act Statement:** The Housing and Community Development Act of 1987, 42 U.S.C. 3543 requires persons applying for a Federally-insured or guaranteed loan to furnish his/her Social Security Number (SSN). HUD must have your SSN for identification of your records. HUD may use your SSN for automated processing of your records and to make requests for information about you and your previous records with other public agencies and private sector sources. HUD may disclose certain information to Federal, State and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as required and permitted by law. You must provide all of the information requested in this application, including your SSN.

**Public reporting burden** for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

A response is mandatory. Failure to provide any of the information will result in your disapproval of participation in this HUD program.

HOUSING AUTHORITY OF THE CITY OF PITTSBURGH

**NON-COLLUSION  
AFFIDAVIT**

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, deposes and says:  
*(Printed or Typed Name)*

That he/she is  
*(Proprietor, General Partner, President or Vice President)*

of \_\_\_\_\_; and having submitted the foregoing Bid for  
*(Bidder Name)*

Bedford Dwellings Plumbing Lines  
Inspection

\_\_\_\_\_  
*(Project Name)*

**600-22-20**  
\_\_\_\_\_;  
*(HACP Contract No.)*

and is the party making the foregoing Bid, and that such Bid is genuine and not collusive or sham; that said Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any Bidder or person, to put in a sham bid, or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any bidder, or to secure any advantage against the Housing Authority of the City of Pittsburgh or any person interested in the proposed contract; and that all statements in said Bid are true.

\_\_\_\_\_  
*(Signature and Date)*

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

-----

My Commission expires \_\_\_\_\_, 20\_\_

HOUSING AUTHORITY OF THE CITY OF PITTSBURGH

FORM OF AGREEMENT

THIS AGREEMENT, made this \_\_\_ day of \_\_\_\_\_ in the year Two Thousand \_\_\_\_\_ (20 ) by and between:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- [ ] An individual doing business in his/her own name
[ ] An individual doing business under a fictitious or assumed name
[ ] A partnership
[ ] A Corporation

(Hereinafter called the Contractor)

AND

The Housing Authority of the City of Pittsburgh (hereinafter called the Authority)
200 Ross Street
Pittsburgh, PA 15219

WITNESSETH: That the Contractor and the Authority, for the consideration stated herein, mutually agree as follows:

ARTICLE 1, STATEMENT OF WORK

The Contractor shall provide all labor, materials and equipment, and services necessary to perform and complete all work required in accordance with N/A drawings for Bedford Dwellings Plumbing Lines Inspection

and Project Manual dated 600-22-20 regarding: July 13, 2000

IFB NO. \_\_\_\_\_ and addenda thereto numbered \_\_\_\_\_, all as prepared by \_\_\_\_\_, which said specifications, drawings, and addenda are incorporated herein by reference and are a part hereof.

The work shall begin at the time stipulated in the NOTICE TO PROCEED and in no event exceeding 60 consecutive calendar days from notice to proceed.

ARTICLE 2, THE CONTRACT PRICE

The Authority shall pay the contractor for the performance of the Contract in current fund, subject to additions and deductions as provided in the specifications.

\_\_\_\_\_ (\$ \_\_\_\_\_)



ARTICLE 3, CONTRACT DOCUMENTS

The Contract shall consist of the following component parts:

- a. This Agreement
- b. Project Manual (including all component parts) dated July 13, 2020.
- c. Project Drawings issued by N/A dated \_\_\_\_\_.

This Agreement, together with the other documents enumerated in this Article 3 which said other documents are as fully a part of the Contract as if hereto attached or herein repeated, form the Contract. In the event that any provision in any component part of this Contract conflicts with any provision of any other component part, the provision of the component part first enumerated in this ARTICLE 3, shall govern, except as subsequent parts may establish more specific criteria or language in which case these criteria and language shall govern. The various provisions in Addenda shall be construed in the order of preference of the component part of the Contract which each modified.

SIGNED, SEALED AND DELIVERED IN \_\_\_\_\_ ORIGINAL COUNTERPARTS

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

IF THE PRINCIPAL IS AN INDIVIDUAL, SIGN HERE

By signing this Form of Agreement, if the Housing Authority accepts and signs Contract No. 600-22-20 this contract shall be binding on both parties.

\_\_\_\_\_  
*(Printed or Typed Name)*

\_\_\_\_\_  
*(Printed or Typed Name)*

*Witness*  
{

*Principal*  
{

\_\_\_\_\_  
*(Signature and Date)*

\_\_\_\_\_  
*(Signature and Date)*

---

IF THE PRINCIPAL IS A PARTNERSHIP, SIGN HERE

By signing this Form of Agreement, if the Housing Authority accepts and signs Contract No. 600-22-20 this contract shall be binding on both parties.

<p>_____ <i>(Printed or Typed Name)</i></p> <p><i>Witness</i></p> <p>{</p> <p>_____ <i>(Signature and Date)</i></p>	<p>_____ <i>(Printed or Typed Name)</i></p> <p><i>Partner*</i></p> <p>{</p> <p>_____ <i>(Signature and Date)</i></p>
---	--

<p>_____ <i>(Printed or Typed Name)</i></p> <p><i>Witness</i></p> <p>{</p> <p>_____ <i>(Signature and Date)</i></p>	<p>_____ <i>(Printed or Typed Name)</i></p> <p><i>Partner*</i></p> <p>{</p> <p>_____ <i>(Signature and Date)</i></p>
---	--

\* If the Bidder is a partnership, the Form of Agreement must be signed in the name of the partnership by at least two general partners, whose names and addresses must be listed on the certificate on page BF-3-P of the Bid.

IF THE PRINCIPAL IS A CORPORATION, SIGN HERE

By signing this Form of Agreement, if the Housing Authority accepts and signs Contract No. 600-22-20 this contract shall be binding on both parties.

(CORPORATE  
SEAL)

\_\_\_\_\_  
(Corporate Name)

\_\_\_\_\_  
(Printed or Typed Name)

\_\_\_\_\_  
(Printed or Typed Name)

Witness

{

President  
V.P. \*\*

{

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Corporate Title)

\_\_\_\_\_  
(Corporate Title)

\*\* If the bidder is a corporation, the Form of Agreement must be executed in the Corporation's correct corporate name by its President or Vice President and attested to by its Secretary or Assistant Secretary or Treasurer or Assistant Treasurer, and the Certification of Corporate Principal (Doc. 00625) must be executed by the Secretary or Assistant Secretary.

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, \_\_\_\_\_, certify that I am the  
**Secretary/Assistant Secretary** of the Corporation named a Bidder herein; that  
(Circle one)

\_\_\_\_\_ who signed this Bid on behalf of the

Corporation was then \_\_\_\_\_ of said Corporation that I know his signature and his signature thereto is genuine; and that said Bid was duly signed, sealed and attested in behalf of said Corporation by authority of its governing body.

(CORPORATE  
SEAL)

\_\_\_\_\_  
(Signature and Date)

Secretary

Kim Detrick, Chief Contracting Officer

*Attest*

*Principal*

{

{

\_\_\_\_\_  
*(Signature and Date)*

\_\_\_\_\_  
*(Signature and Date)*

Manikandan Muthiah, Director of Construction and Modernization

*Approved as to*

*Contents and Costs* {

\_\_\_\_\_  
*(Signature and Date)*

Associate Counsel

*Approved as to*

*Form* {

\_\_\_\_\_  
*(Signature and Date)*



Development & Modernization
100 Ross Street, Suite 200
Pittsburgh, PA 15219
(412) 456-5020
www.hacp.org

Bedford Dwellings Plumbing Lines Inspection

IFB Contract No. 600-22-20

SUPPLEMENTAL GENERAL CONDITIONS

SUPPLEMENTAL GENERAL CONDITIONS

To the extent that there is a conflict between the terms of the General Conditions and the terms of the Supplemental General Conditions, the terms of the Supplemental General Conditions shall govern to the extent of such conflict.

If HUD 5370 applies:

Section 31(e) of the General Conditions shall be deleted in its entirety and replaced by the following:

31(e). Forum. The Chief Contracting Officer's decision shall be final unless, within thirty (30) days of receipt of the Contracting Officer's decision, the Contractor files suit in a court of competent jurisdiction.

If HUD 5370-EZ applies:

Section 3(d) of the General Conditions shall be deleted in its entirety and replaced by the following:

31(d). Forum. The Contracting Officer's decision shall be final unless, within thirty (30) days of receipt of the Chief Contracting Officer's decision, the Contractor files suit in a court of competent jurisdiction.

If HUD 5370-C applies:

Section 1 Item 7(d) of the General Conditions shall be deleted in its entirety and replaced by the following:

Section 1 Item 7(d). Forum. The Chief Contracting Officer's decision shall be final unless, within thirty (30) days of receipt of the Contracting Officer's decision, the Contractor files suit in a court of competent jurisdiction.

HOUSING AUTHORITY OF THE CITY OF PITTSBURGH

Date: Signature: Chief Contracting Officer

Vendor Name(Insert vendor company name above)

Date: Signature:

Title:

THE HOUSING AUTHORITY OF THE CITY OF PITTSBURGH

**Bedford Dwellings Plumbing Lines Inspection**

**IFB Contract No. 600-22-20**

**WAGE DETERMINATION SCHEDULE**

The construction covered by this contract is **not** subject to the requirements of Clause 47 **Labor Standards - Davis-Bacon and Related Acts** of the General Conditions of the Contract for Construction. In accordance with 47 (a)(1) the wage determination of the Secretary of Labor is **not** attached.